

**Minutes of the Regular Meeting of  
The Board of Directors of Carlton Trail College  
Held at the Bella Vista Inn  
Humboldt, SK  
October 30, 2018 at 9:00 a.m.**

**PARTICIPATING:** Board Chairperson Glenn Hepp, Vice Chairperson Sommer MacLeod, Directors, Denis Bergerman, Luz Marina Dominguez, Evan Doecker, Adrienne Jackson, President and CEO Shelley Romanyszyn-Cross, VP Finance Andy Burgess, VP Administration Amy Yeager and Recorder Sheri Ulrich

**TO ORDER:** The Chairperson called the meeting to order at 9:03 a.m.

**AGENDA:** The agenda was reviewed.

Motion 10-18-14: Dominguez, that the agenda be approved as presented.  
Carried.

**MINUTES**

The minutes from the September 25, 2018 regular meeting as well as the October 18<sup>th</sup> special meeting were reviewed.

Motion 10-18-15: MacLeod, that the minutes from the September 25, 2018 regular meeting and the October 18, 2018 special meeting be approved as presented.  
Carried.

**BOARD MEMBER REPORTS**

**Board Chairperson Report**

Shared Leadership Task Force Update

Motion 10-18-16: Doecker, that the meeting moves into an in-camera session at 9:07 a.m.  
Carried.

Motion 10-18-17: Jackson, that the meeting moves back into regular session at 10:25 a.m.  
Carried.

Motion 10-18-18: Bergerman, that the Ministry removes the entire last two paragraphs of the Shared Leadership section and recommends that it read "A thorough independent analysis and sector planning process (Regional Colleges Review) of the regional college system be undertaken as prescribed in the Regional Colleges Act."  
Carried.

*Guests: Richard Renneberg, Facilities Technician, joined the meeting at 10:30 a.m.*

**Facilities/OH&S Report**

Richard Renneberg, Facilities Technician, presented his facilities/OH&S report.

*Mr. Renneberg departed the meeting at 10:39 a.m.*

## **COMMITTEE REPORTS**

### **Governance Committee**

- *October 11, 2018 Governance Committee meeting minutes* – reviewed by the committee Chair
- *Governance Committee Final Terms of Reference* – reviewed by the committee Chair

Motion 10-18-19:       Dominguez, that the Board approves the October 11, 2018 Governance Committee minutes.  
Carried.

- *Recruitment*
  - Recruitment ads have been placed in local newspapers starting the week of November 5<sup>th</sup>. The ad will also appear on the College website and on social media. Deadline for applications is November 30<sup>th</sup>. The Committee will review the resumes on December 11<sup>th</sup> and interviews will be conducted by the Board early to mid-January
- *Governance Audit Feedback Summary* – reviewed and received for information
- *Professional development:*
  - Investigating PD topics: Indigenous education, IT risk management and governance compliance
- Next meeting December 11, 2018

### **Finance/Audit Committee**

Inaugural meeting scheduled for November 21, 2018.

- *Audit Assessment Results* – will be discussed in-camera

### **Committee of the Whole - Human Resources**

- Business Arising from C.O.W.

It was decided to add the Human Resource functions to the Governance Committee. An updated Terms of Reference will be reviewed at the upcoming Governance Committee meeting on December 11 then brought to the Board for approval.

## **PRESIDENT AND CEO REPORT**

### **Task Force Update**

- Discussed in-camera

### **Managers' Report**

The Managers' report was reviewed by the CEO.

### **Program Update**

The program update listing all programs/courses that have started between July 1 and October 12<sup>th</sup> was received for information.

### **Christmas Discussion**

It was decided to have Christmas lunch at Sam's Steak House in Humboldt on December 18<sup>th</sup>.

### **Emergency Response Plan**

The Emergency Response Preparedness Plan Executive Summary was reviewed by the CEO. The Emergency Preparedness Plan and the IT Disaster Plan will be included in the November Board package for information. It was suggested to add the review frequency of these plans in the Enterprise Risk Management document.

### **Remembrance Day**

A wreath and/or donation will be made to the Legion in Humboldt, Wynyard and Watrous. Director Jackson volunteered to attend the Wynyard Remembrance Day service and Director Bergerman will attend the Humboldt service.

### **Student Awards/Scholarship Event - December 6<sup>th</sup>, 5 pm in Humboldt**

Director Jackson volunteered to attend the Scholarship event and bring greetings on behalf of the Board.

## **VP FINANCE REPORT**

### **VP Finance Report**

The VP Finance's report was reviewed and discussed.

### **Revenue and Expense Summary**

The VP Finance reviewed the revenue and expense summary.

### **Income Statement and Balance Sheet**

The VP Finance reviewed the September income statement and balance sheet.

### **Watrous Practical Nurse Lease Extension**

The PN lease expires December 2018 with an option to extend for an additional 6 years. The VP Finance reviewed the lease extension. It was noted that the lease extension would also require Ministerial approval.

Motion 10-18-20: MacLeod, that the Board approves the Watrous Practical Nursing facility lease extension with a renewal term of six years, from January 1, 2019 to December 31, 2024, at an annual rent of \$20/square foot.  
Carried.

### **Reconciled Payments with Cheque Listing**

The August and September payments with cheque listings were received for information. The VP Finance confirmed with Cogent that the cheque listing does provide a level of transparency and encouraged including it in the Board package for information purposes. The payroll register will not be included.

## **VP ADMINISTRATION REPORT**

The VP Administration's report was reviewed and received for information.

### **IT Update**

The VP Administration provided a comprehensive update on the IT department including IT security.

## **OTHER**

### **Correspondence**

- September 4, 2018, from Provincial Auditor, re: Key Findings & Recommendations

### **Next Board Meeting**

- November 27, 2018 – Regular Meeting, 9:00 a.m., Bella Vista, Humboldt, SK

### **Information Items**

- Year End Celebration Chart – Directors confirmed their attendance.

*The meeting recessed for lunch at 12:00 p.m.*

### **In-Camera Session with the President and CEO**

Motion 10-18-21: MacLeod, that the meeting moves into an in-camera session at 12:40 p.m.  
Carried.

Motion 10-18-22: Jackson, that the meeting moves back into regular session at 12:50 p.m.  
Carried.

### **Adjournment**

Motion 10-18-23: Dominguez, that the meeting adjourn at 12:51 p.m.  
Carried.

---

Chairperson

---

Recorder